Capital Area Transit System

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| DEPARTMENT: | Information Technology |
| POSITION: | Information Technology (IT) System Analyst |
| OPENING DATE: | May 21, 2020 |
| CLOSING DATE: | June 5, 2020 |
| RECRUITMENT TYPE: | Internal/External |

INFORMATION TECHNOLOGY (IT) SYSTEM ANALYST

**Summary/Objective:**The IT System Analyst will be responsible for delivering rapid pace implementations of newly acquired ERP (Enterprise Resource Planning) system and other key IT strategic initiatives. This includes involvement and ownership of activities within the full project lifecycle including: requirements gathering, design, development/configuration, testing, training and chance management, deployment, and user support. This role will help ensure that projects and business initiatives are accomplished within defined time and in line with business objectives/priorities.

Essential Functions:

• Develop and maintain strong relationships with key business owners and subject matter experts in the delivery of key IT initiatives.

• Utilize technical and business understanding to design and implement creative processes and system solutions.

• Prepare detailed specification documents to communicate the functional and technical requirements to the IT development group.

• Coordinate and participate in necessary testing efforts, including the design and execution test scripts and end user acceptance testing.

• Provide documentation and training to SMEs and end users on existing functionality and newly developed enhancements.

• Perform system cutover and post go-live support activities.

• Utilize problem solving skills to identify and address process gaps and troubleshoot and resolve system issues.

• Demonstrate initiative, engagement and a commitment to quality and customer service.

• Maintain professional and technical knowledge by attending (or on-line) educational workshops; reviewing professional publications; establishing personal networks; participating in professional user groups.

MINIMUM QUALIFICATIONS / EXPERIENCE:

• 3 to 5 year’s demonstrable business systems analysis

• Proficient in configuration and functional set up of ERP system(s) (strongly preferred)

• Experience working in a Lean environment; experience with Agile Project Management framework (preferred)

**EDUCATIONAL REQUIREMENTS:**

Degree (Bachelor of Science / BS) in Information Technology, Analytics or Finance strongly preferred.

Professional License:

A valid IT Specialist certification (Preferred)

Competencies

• Strong people skills; ability to interact, influence and collaborate with associates and management at all levels

• Strong written and verbal communication skills, including the ability to effectively articulate functional and technical information to a variety of audiences

• Ability to manage and prioritize multiple initiatives simultaneously and work in a fast pace environment

• Effective change management skills

• Strong analytical skills and process orientation

• Ability to identify and resolve issues with an effective, structured approach

• Strong sense of personal accountability and drive for high-quality results

• Proficient in MS Office (Word, Excel, PowerPoint, Visio and Project

WHAT CATS OFFERS

* Competitive salary
* Health, dental, vision
* 457 Plan (Deferred Compensation)
* An incredible leadership team that cares about your development.
* Fun, smart, diverse colleagues

Position Type and Expected Hours of Work  
  
This is a full-time position. Days and hours of work are Monday night through Friday night, 8:00 a.m. to 5:00 p.m., 40 hours per week. This is an exempted salaried position.

Travel  
  
There may be some required traveling for training and conferences, for short periods.

Please submit a cover letter and resume to: [catscareers@brcats.com](mailto:catscareers@brcats.com). Submittal must be received no later than Friday, June 5, 2020.

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